



Job Seeking Skills Workshops

No cost workshops open to all job seekers

June 2014

| Job Seeking Skills | Date | Time | Location |
|---|--|---|---|
| RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching. | June 3, 17 June 10, 24 | 9:00 AM–11:30 AM 1:00 PM–3:30 PM | Brigham City EC Brigham City EC |
| INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness. | June 3, 17 June 10, 24 | 1:00 PM–3:30 PM 9:00 AM–11:30 AM | Brigham City EC Brigham City EC |
| EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills. | June 16, 23, 30 June 5, 9, 13 June 26 June 12 | 9:00 AM–1:00 PM 12:00 PM–4:00 PM 9:00 AM–1:00 PM 9:00 AM–1:00 PM | Logan EC Logan EC Garden City EC BATC Logan Campus |
| EMPLOYMENT ESSENTIALS LAB: Get hands-on assistance creating a master application, writing a resume and looking for jobs online.* Prerequisite: must attend Employment Essentials Workshop. | June 4, 11, 18, 25 | 2:00 PM–4:00 PM | Logan EC |
| EMPLOYMENT ESSENTIALS - YOUTH AGES 14-21: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills. | June 19 | 3:30 PM–5:00 PM | Logan EC |
| EMPLOYMENT ESSENTIALS LAB- YOUTH AGES 14-21: Get hands-on assistance creating a master application, writing a resume and looking for jobs online. | June 20 | 3:30 PM–5:00 PM | Logan EC |

To schedule one-on-one practice interviews, call 866-435-7414

Register at jobs.utah.gov or speak with an employment counselor.

Employment Center (EC) Locations:

- ★ Brigham City EC
138 W. 990 S.
- ★ Logan EC
180 N. 100 W.
- ★ Garden City EC
69 N. Paradise Parkway
Bldg. B #224
- ★ BATC Logan
1301 N. 600 W.

continued

Plan to arrive 10-15 minutes before the workshop begins. Workshops *START* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to re-schedule.*

Department of Workforce Services • jobs.utah.gov



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| FEDERAL APPLICATIONS: Learn how to navigate the federal employment application process. Learn the tips and techniques to become a highly qualified candidate. | June 13 | 10:00 AM–11:00 AM | Logan EC |
| LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. <i>*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.</i> | June 9 | 9:00 AM–11:00 AM | Logan EC |
| Life Skills | | | |
| BUDGETING: Learn about credit, financial scams, budgeting, online banking and more with a guest speaker from a local bank. | June 4 June 16 June 18 | 9:00 AM–11:00 AM 5:30 PM–6:30 PM - (SPANISH SPEAKING) 9:00 AM–11:00 AM | Logan EC Logan EC Logan EC |
| ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies. | June 24 June 25 June 25 June 26 | 9:00 AM–1:00 PM (PART 1) 9:00 AM–1:00 PM (PART 2) 9:00 AM–1:00 PM (PART 1) 9:00 AM–1:00 PM (PART 2) | Logan EC Logan EC Brigham City EC Brigham City EC |

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